

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/19/2024



94560  
Newark, CA, 94560

## Medical Administrator

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$19.00 to \$22.00 hourly  
**Employment status:** Contract / Temporary

### Description

Duties:

- Billing reconciliations
- This person will be reviewing invoices and bills and doing a lot of digital mining to find the service provided against invoices
- This is a billing clean up project, they will have to review PO's to ensure the clients were billed correctly and re-invoice the clients in some cases

what they are ideally looking for:  
someone with previous medical billing experience as they need to know what to look for in the recon/audit project.

Duration is until June at least, could go contract to full-time for the right person.

Schedule: M-F (100% onsite) Schedule is 10am-5pm or 9:30am-5pm if the person wants 40 hours per week- ideally looking for someone that can work 30-40

Software's used: they will use a variety of billing platforms and just need to be tech savvy

Process: Please package up the candidate's resume and MPC and send it to Juliana, she will present it to the client and confirm the start date. Ideal start date is 4/27

Bill/Pay: Max bill rate of \$45 DOE at a GM of 34% (ideal bill rate is for the client is \$40)

what the company does:

This company does COVID testing for a number of companies in norcal and they collect and track all the results per client

### Requirements

Billing, Billing Collection, Billing Functions, Code Invoices, Create Reports

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**This Job Posting will expire in 10 days.**